



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PLANNING PROJECT SUPERVISOR

Job Number: 20001543

Job Code: 80460V151116

Job Group: 8000 - RESEARCH AND ANALYSIS

Job Established: 06/16/1982

Job Revised: 11/16/2014

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the work of staff assigned to a specific project or program and performs research, analysis and planning work in the development and implementation of comprehensive plans for use at the agency or statewide level; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in planning.

Substitute EDUCATION for EXPERIENCE:

Graduate work in planning or a related field will substitute for the required experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Experience in research, analysis or data, planning or a related field will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets, applies and enforces rules, regulations, laws and policies relating to planning activities. Organizes, directs and implements special studies to determine the needs for comprehensive planning and makes recommendations for the coordination of existing and proposed programs on the basis of these special studies. Organizes and implements socio economic studies of geographic areas to determine impact of proposed projects and policies by determining the areas to be impacted, collecting socio economic data applicable (library research, state and local agency contact, census, field investigations and other planning data), designing appropriate graphic illustrations, writing impact assessments, transmitting assessments to appropriate agency, etc. Prepares drafts of reports, articles, charts, tables, graphs and other narrative and graphic materials relating to planning. Consults with government authorities, general public, volunteer groups and other organizations on community problems affecting planning. Attends public meetings and conferences and meets with federal, state and local agencies and groups to inform them of proposals, projects and environmental concerns. Maintains awareness of new procedures and methods by attending seminars, workshops and reviewing publications. Assigns duties and supervises planning support personnel in the preparation of graphic exhibits and tests for technical reports, in maintaining records and project files and in performing specific planning functions.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in the office and in the field. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.